

## INTERAGENCY AGREEMENT

Interagency Agreement No. \_\_\_\_\_

This agreement is entered into on behalf of the \_\_\_\_\_ and the following Providing Agency:  
(Customer Agency)

<p>Providing Agency    FACTS Dept./Bureau ID _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Receiving Agency Contact</p> <p>_____</p> <p>(Name) _____ (Phone) _____</p>	<p>The Providing Agency shall return this form to the Receiving Agency:</p> <p><input type="checkbox"/> _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>The Providing Agency shall send billing information to:</p> <p><input type="checkbox"/> Bureau of the Public Debt, Administrative Resource Center Accounting Services Division 200 Third Street, UNB 6th Floor Parkersburg, WV 26106-1328</p> <p><b>GOALS ALC</b> _____</p>
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Services to be Provided:

Period Covered:

Estimated Costs: \_\_\_\_\_

Payment Provisions:    ☐ Monthly    ☐ Quarterly    ☐ Other \_\_\_\_\_

Appropriation: \_\_\_\_\_ General Ledger: \_\_\_\_\_ Cost Center: \_\_\_\_\_ Object Class: \_\_\_\_\_

### ACQUISITION AUTHORITY:

- ☐ Section 601 of the Economy Act of June 30, 1932, as amended, 31 U.S.C. 1532 and 1536.
- ☐ All acquisitions made under this agreement shall comply with the Competition in Contracting Act, P.L. 98-369.
- ☐ Treasury Department Appropriations Act, 1997 P.L. 104-208, as amended by P.L. 106-554.

### APPROVALS

Receiving Agency:

Providing Agency:

\_\_\_\_\_  
(Signature - Program Official)

\_\_\_\_\_  
(Signature - Financial Manager)

\_\_\_\_\_  
(Typed Name) \_\_\_\_\_ (Date)

\_\_\_\_\_  
(Typed Name) \_\_\_\_\_ (Date)

\_\_\_\_\_  
(Signature - Funds Certification Officer)

\_\_\_\_\_  
(Typed Name) \_\_\_\_\_ (Date)

\_\_\_\_\_  
(Signature - Program Official)

\_\_\_\_\_  
(Signature - Bureau Chief Procurement Officer)

\_\_\_\_\_  
(Typed Name) \_\_\_\_\_ (Date)

\_\_\_\_\_  
(Typed Name) \_\_\_\_\_ (Date)

## INSTRUCTIONS FOR PREPARATION OF INTERAGENCY AGREEMENT FORM

Note: If the Providing Agency will use the services of a private contractor to fulfill this agreement (requires contracting support), the agreement must be forwarded to the Receiving Agency Contracting Officer before being sent to the Providing Agency.

The Receiving Agency contact will prepare one copy of the Interagency Agreement per these instructions. After completion, the Providing Agency will return the original to the address marked on the agreement for distribution.

### **Receiving Agency Actions:**

1. Assign the Interagency Agreement number.
2. Insert the name, address, and FACTS ID of the agency providing services to the Receiving Agency
3. Insert the name and phone number of the person to contact at the Receiving Agency concerning the agreement.
4. Insert the Receiving Agency's ALC on the line provided.
5. Briefly describe services to be provided including any special conditions agree upon. If additional space is needed, attach a separate sheet.
6. Insert the effective date of the agreement.
7. Insert the estimated costs of the agreement.
8. Check the appropriate payment provisions: monthly, quarterly, or other. Explain "other" if selected.
9. Insert the correct appropriation, General Ledger, Cost Center, and Object Class.
10. Obtain appropriate approval signatures within the Receiving Agency.
11. Forward form to Providing Agency for completion.
12. Distribute the completed form as appropriate.

### **Providing Agency Actions:**

1. Check the appropriate acquisition authority.
2. Obtain the required approval signatures of the Providing Agency.
3. Retain a copy and return the original agreement to the address marked on the front of the form.